



LOUISIANA  
OLD  
STATE  
CAPITOL

JAY DARDENNE  
SECRETARY OF STATE

MARY LOUISE PRUDHOMME  
EXECUTIVE DIRECTOR

Dear Potential Client,

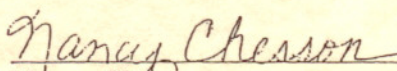
In order to help us care for our beautiful, historic facility and its contents, we have enclosed guidelines and policies to carefully explain the role of the Museum, caterer, florist, and event sponsor.

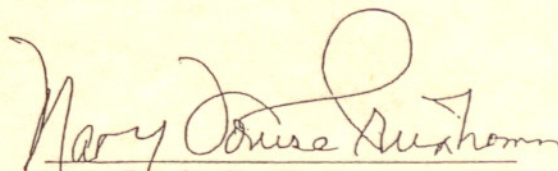
Please read the following information carefully and make everyone aware of their responsibilities should you wish to utilize the Old State Capitol for your event. For the enjoyment of all concerned, we must strictly adhere to these policies.

You may keep the *Special Event Guidelines and Policies* and return the completed and signed *Rental Application and Rental Care and Use Policy* forms, along with your non-refundable deposit.

Thank you for your interest in having your event at the Old State Capitol.

Sincerely,

  
Nancy Chesson  
Special Events Coordinator

  
Mary Louise Prudhomme  
Director



**LOUISIANA'S OLD STATE CAPITOL (OSC)  
SPECIAL EVENT GUIDELINES AND POLICIES**

Revised January 3, 2007

**FEE SCHEDULE**

**EVENING** Evening events shall be three hours in duration, between 6:30 p.m. and 11:30 p.m. No event will run beyond 11:30 p.m. An additional \$1,000 is required for a four hour event.

**\$3,500** Allows up to 500 guests for a wedding reception or fund raiser, with access to the Senate Chamber and the first and second floor Rotunda.

**\$2,500** Allows up to 350 guests for reception other than wedding or fund raiser.

**\$1,000** Allows up to 200 guests seated in the House Chamber for a wedding ceremony, seminar or conference.

*All above fees include tables, chairs, janitorial and setup and breakdown of event.*

**DAYTIME** Daytime events shall be between the hours of 8:00 a.m. and 5:00 p.m.

**\$1,000** Allows up to 200 guests for a seminar, conference or general meeting to be held in the Senate Chamber. *Fee includes tables, chairs, janitorial and setup and breakdown of event.*

**\$300** Allows up to 18 guests, seated for a board meeting or business lunch in the 1882 Adjutant General's Office.

**\$100** Allows bridal photographs anywhere on the first and second floor. Photographers and their clients will be required to work around visitors if photos are taken during regular operating hours. Outdoor photographs are free but must be scheduled in advance. Checks should be made payable to the OSC Foundation.

**GROUND**S Each event held on the grounds of the OSC will have unique qualities. Fees and policies will be discussed on an individual basis.

*(Private use of the grounds will not be allowed during annual festivals and holidays, and usage during these times will be restricted to OSC sponsored functions.)*

**Damage Deposit:** A damage deposit of \$500 is required for all evening events and is due 10 days prior to the event. This deposit should be in the form of a personal check made payable to the Louisiana Secretary of State. This check will not be cashed and will be returned once it is determined that no significant damage has occurred.

**Payment Schedule:** A non-refundable deposit of 10% of the event fee is required to confirm a date. The event balance is due ten days prior to the event. Payments may be made by credit card, cashier's check, certified check or money order made payable to the Louisiana Secretary of State.

**LOUISIANA'S OLD STATE CAPITOL (OSC)  
SPECIAL EVENT GUIDELINES AND POLICIES**

Revised December 1, 2006

**Availability:** The Museum is available on a limited basis to individuals or organizations for private functions. Individuals and organizations using the facility will adhere strictly to the Museum's policies. There will be no exceptions.

Due to the historic nature of the OSC, restorations, and repair work will occasionally have to be undertaken. The State of Louisiana reserves the right to begin such work at any time, though every effort will be made to ensure that scheduled events are as unaffected as possible.

**Contact:** The client must provide the name of a single contact person responsible for the event. Full plans for the event, including a floor plan showing location of food stations, bars, bands, etc. must be made available no later than two weeks prior to the event. A blank floor plan will be provided for this purpose.

A sample of the invitation or announcement must be pre-approved by the OSC Special Events Coordinator.

The caterer, florist, and others employed by the client must contact the OSC Special Events coordinator. There is no exception to this rule.

**Rental Hours:** The hours of the event will be determined at the initial meeting with the OSC Event Coordinator. No event will run later than 11:30 p.m. All guests must leave the building within 30 minutes of the ending time. An additional \$500 per half-hour will be charged for time beyond that agreed upon.

**Payment Schedule:** A non-refundable deposit of 10% of the event fee is required to confirm a date. The event balance is due ten days prior to the event. Payments may be made by credit card, cashier's check, certified check or money order made payable to the Louisiana Secretary of State.

**Damage Deposit:** A damage deposit of \$500 is required for all evening events and is due 10 days prior to the event. This deposit should be in the form of a personal check made payable to the Louisiana Secretary of State. This check will not be cashed and will be returned once it is determined that no significant damage has occurred. *(Individuals and organizations using the facility assume full responsibility for the conduct of guests, contractors, employees or other persons attending the scheduled function.)*

**Access to Premises:** The caterer, florist and client will be allowed access to the premises three hours prior to and one-half hour after the function for setting up and for removing decorations, band equipment, flowers, or any other items brought into the building for use at the scheduled event.

**Parking:** The OSC is not responsible for client parking. Convenient parking is available at the Third Street Parking Garage. The OSC parking lot is available to caterers for the duration of a scheduled event. Parking on St. Philip Street (side street) is designated for catering staff parking in most instances. For very large events, where VIP parking is needed, event staff will be required to park off the premises. (Third Street Parking Garage)



## SPECIAL EVENT GUIDELINES AND POLICIES (Continued)

Caterers: Only a single caterer, of the user's choice, may be used for any one event.

In order for caterers to be approved, the Museum must have copies of current business licenses, certificate of insurance, and proof of workman's compensation on file.

There can be no open flame of any kind, including sterno, in the OSC.

Red wine may not be served anywhere in the building.

Caterers must supply and use plywood under all equipment when preparing food on the grounds.

All grease or liquid must be removed from the premises.

Caterers are responsible for maintaining cleanliness during an event, and must provide adequate staff to insure that glasses and litter are picked up promptly and are not allowed to accumulate in any area of the Museum. This includes emptying trash and sealing garbage bags before placing them inside the dumpster located outside the rear exit. No trash is to be placed on the ground beside the dumpster.

All garbage cans in view of visitors must be draped.

Caterers are responsible for providing all trash cans and trash bags.

A freight elevator is available and should be used to transport food and beverage.

The area outside the second floor elevator is off limits for storage of catering supplies and cannot be used as a prep area.

All serving tables for food and beverage require a white tablecloth to the floor or a cloth and table skirting and must be placed a minimum of two feet from the wall. Caterers are responsible for providing all linens and table skirting.

All tables must be cleared and all surfaces must be cleaned. The Museum must be returned to its original state in order for our janitorial staff to clean floors and prepare for the next activity.

All tables, glassware, serving pieces, food, beverages, equipment, etc. must be taken to the receiving area for pickup. Pickup should be completed no later than one day after the event. The OSC is not responsible for equipment left here for pickup by a rental company. This is the caterer's responsibility.

The Museum has only a small, non-industrial kitchen off the receiving area. The catering staff may use this area and the receiving area for food preparation. The catering staff must leave the kitchen in good order. All trash must be removed. The tables, countertops, sink and floor must be clean.

The Museum does not provide refrigeration space.

Many special traveling exhibitions have contractual restrictions on the serving of food or drink within the exhibition area. The Special Events Coordinator will furnish these restrictions, when applicable.

Parking is available for caterers and their staff. See parking.

## SPECIAL EVENT GUIDELINES AND POLICIES (Continued)

**Alcoholic Beverages:** All alcoholic beverages must be provided by the caterer. All alcoholic beverages must be served by a licensed bartender. Punch and champagne fountains are not allowed. The caterer is responsible for checking proper identification of any person of questionable age and refusing alcoholic beverage service if the person is either under age or cannot produce valid identification. The caterer is responsible for refusing alcoholic beverage service to any person who, in their judgment, appears intoxicated.

**Florists:** Because of the fragile and unique nature of the museum's infrastructure, absolutely nothing may be hung, nailed, stapled or taped to any of the walls, ceilings, floors or furnishings. The special floors in the Senate Chamber and Rotunda are especially susceptible to damage, so we must strictly prohibit any sliding or dragging of equipment on these surfaces. Florists are responsible for any cleanup necessary as a result of their setting up or removal of flowers, plants, and greenery. Any flower petals, branches, and other debris must be removed and disposed of.

Flowers, greenery and ribbon may be placed on the posts at the base of the spiral staircase, light fixtures on second floor balcony area, and on all tables. No decorations may be used on the railing around the balcony or stairway.

No candles or helium balloons may be used for decoration.

The OSC parking lot is available for deliveries and pickups only. Once equipment or supplies have been unloaded, vehicles must be moved. If work is to be done inside the OSC, every effort will be made to provide parking.

The Museum cannot be responsible for any items left on the premises overnight. Breakdown and removal must occur immediately following the event or before 10:00 a.m. the following morning.

**Equipment:** Any audio-visual programs must be approved and supervised by a member of the Museum staff. Any special requirements such as lecterns or microphones, in the House Chamber, or elsewhere, must be identified no later than two weeks prior to the event. The Museum must be informed of the type of sound equipment which will be used. Musicians may not use equipment that requires more than one quad box and a single 20 amp circuit, the electrical system in the OSC is not designed for heavier output.

The client must provide appropriate dollies, hand trucks, or other moving equipment for the setup and removal of supplies. Special care must be given to the floors. The special marble and long leaf pine flooring in the Center is especially susceptible to damage, so sliding or dragging of equipment on its surface is strictly prohibited.



LOUISIANA'S OLD STATE CAPITOL  
RENTAL APPLICATION

Today's Date: \_\_\_\_\_

Name of Organization/Individual: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event (i.e. reception, dinner, seminar, etc.): \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Space requested:

Senate & Rotunda \_\_\_\_\_

Senate Only \_\_\_\_\_

House Only \_\_\_\_\_

Adjutant General Conference Room \_\_\_\_\_

Grounds \_\_\_\_\_

Catered Event: Food \_\_\_\_\_ Drink \_\_\_\_\_

Caterer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I have read the guidelines and policies for Louisiana's Old State Capitol. I understand that in order for my requested date(s) to be confirmed, I must submit a nonrefundable deposit of 10%. The balance and refundable \$500 damage deposit for evening events is due ten days prior to the event. I understand that a certificate of insurance is to be submitted by the caterer.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete, sign and return to: Special Events Coordinator  
Louisiana's Old State Capitol  
100 North Boulevard  
Baton Rouge, LA 70801  
Phone (225) 342-0500, Fax (225) 342-0316

LOUISIANA'S OLD STATE CAPITOL  
RENTAL CARE AND USE POLICY

I have carefully read the Special Event Guidelines and Policies for Louisiana's Old State Capitol. I understand that the policies and procedures have been developed in an effort to promote optimum usage of the Museum and to minimize potential misunderstandings.

Signature \_\_\_\_\_

Company \_\_\_\_\_

Date of Event \_\_\_\_\_

Please return signed and completed form to:

Special Event Coordinator  
Louisiana's Old State Capitol  
100 North Boulevard  
Baton Rouge, LA 70801  
Phone (225) 342-0500 Fax (225) 342-0316

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**LOUISIANA'S OLD STATE CAPITOL  
EVENT LAYOUT**

AREA	TABLE REQUEST				CHAIR REQUEST	
	36" Round	60" Round	8' Banquet		White	Gold
First Floor Rotunda						
Second Floor Rotunda						
Senate Chamber						
House Chamber						

Event Date \_\_\_\_\_

Event \_\_\_\_\_

Setup Completed Time \_\_\_\_\_

Event Starting Time \_\_\_\_\_

Event Ending Time \_\_\_\_\_

Special Needs:

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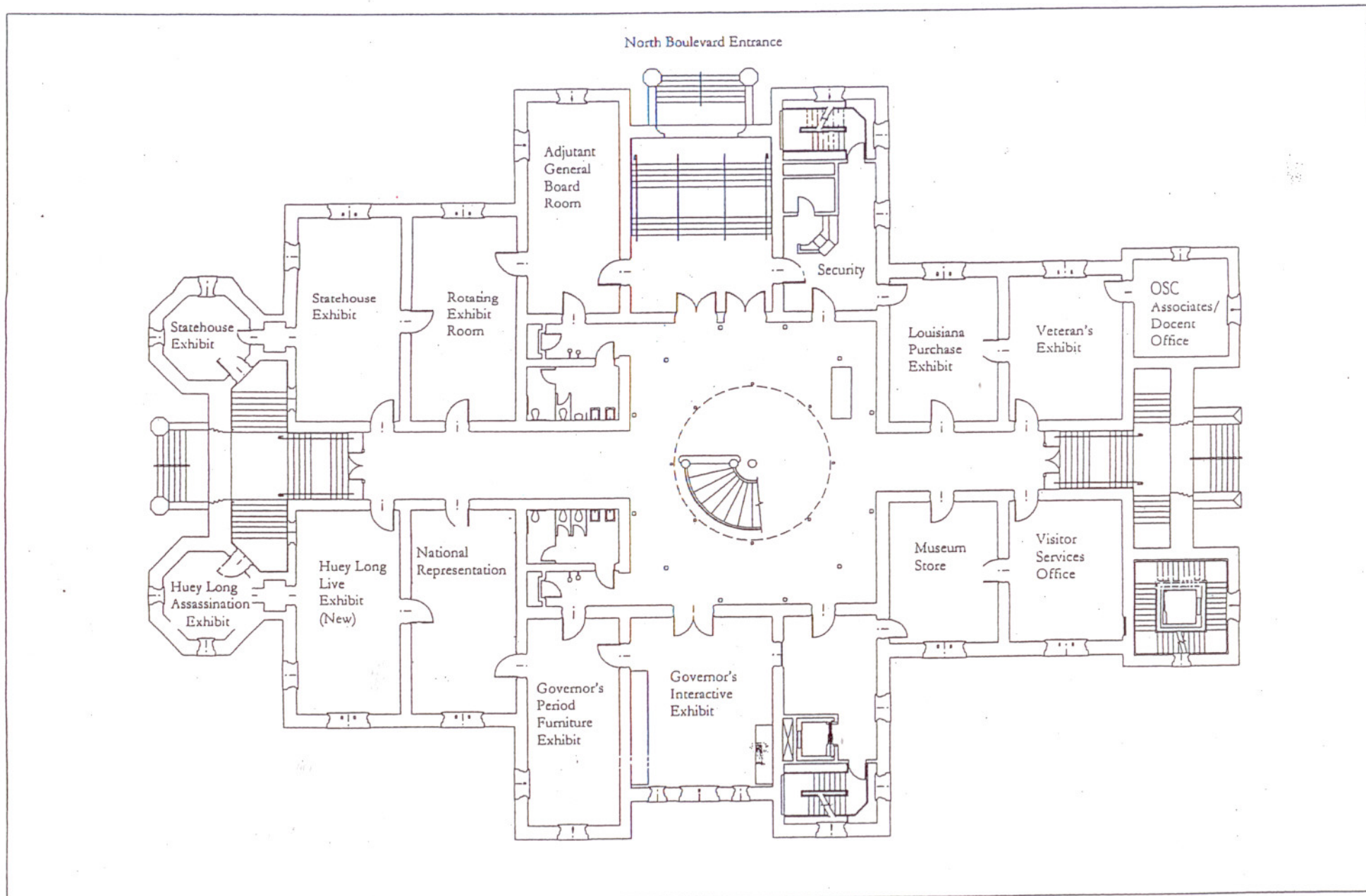
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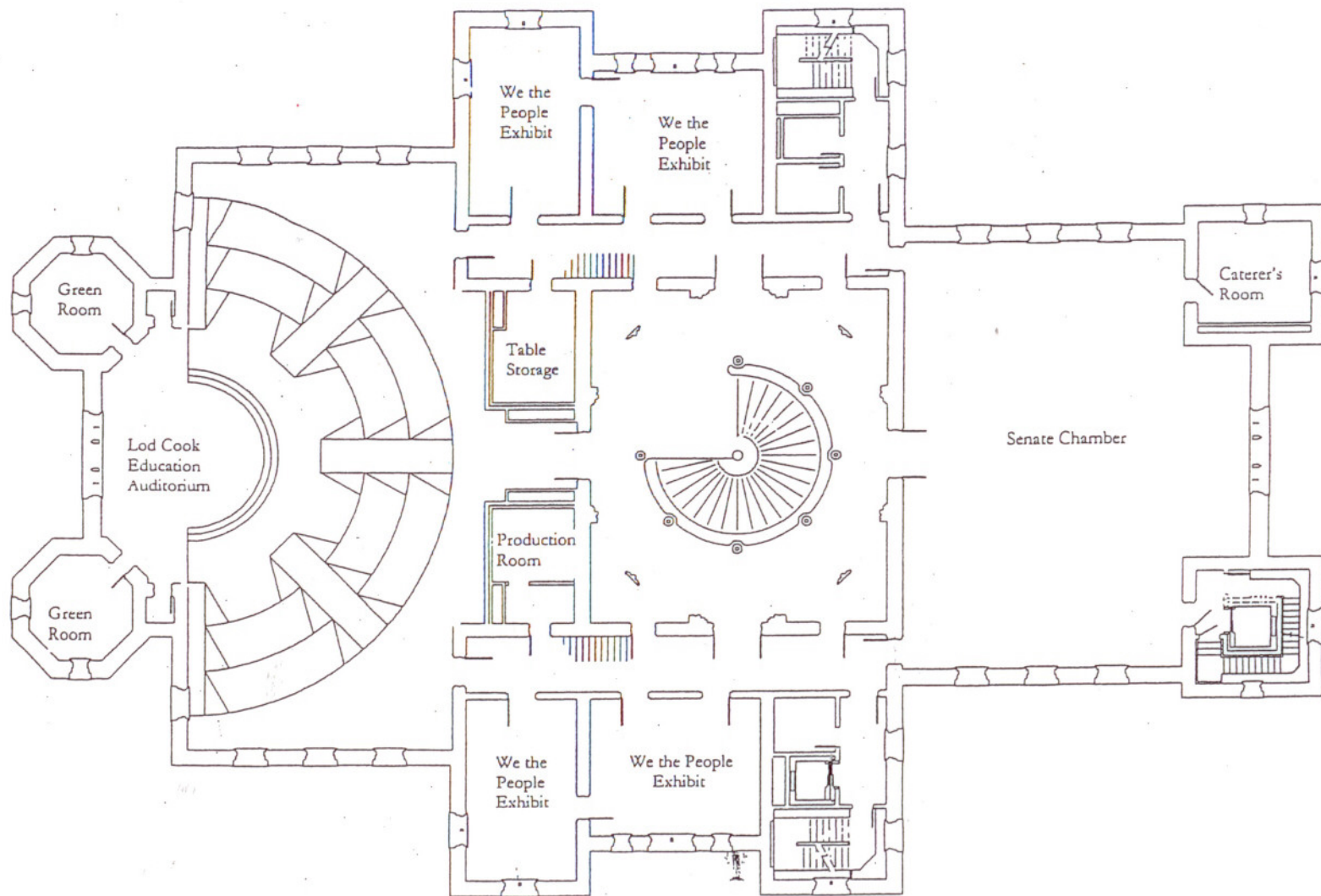
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# **Old State Capitol First Floor**

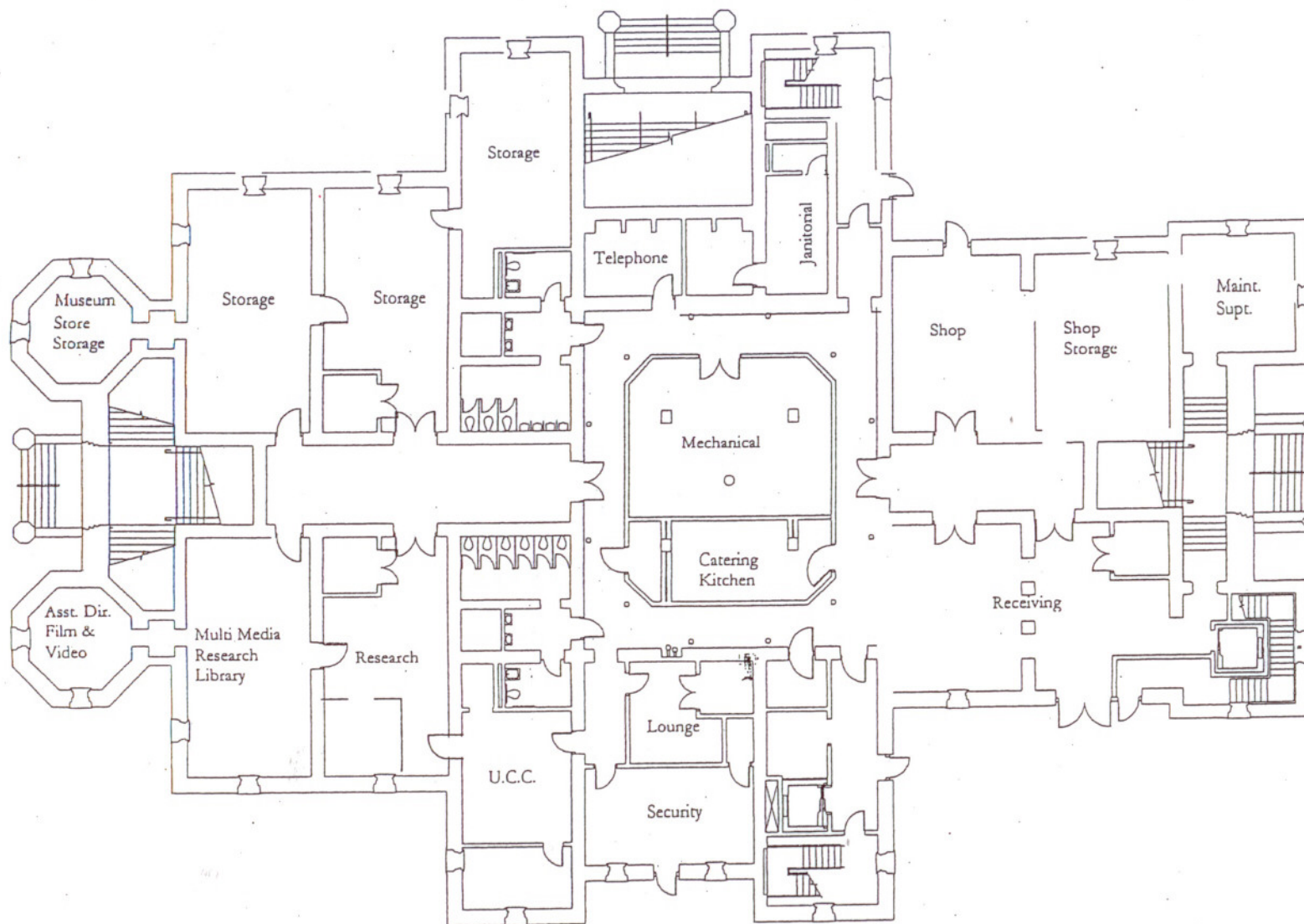
Revised 11/11/02





## Old State Capitol Second Floor

Revised 11/11/02



# **Old State Capitol Basement**

Revised 11/11/02